

## **East Providence Housing Authority**

### **REGULAR/ MEETING**

**September 24, 2013**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at **4:30PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

#### **ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners Patricia Diffley, John Faria, Luci Stoddard, and Executive Director Theresa Correia.

Excused: Commissioners Dorothy Tillou and Antero Braga

#### **APPROVAL OF MINUTES:**

Regular Meeting – 6/25/2013 Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Vice Chair Vargas. All Commissioners voted aye.

#### **DIRECTOR'S REPORT:**

Director Correia reported on the following:

- **Staffing:** Director Correia informed the board that after 30 years of service, Jim Dufault had retired from the maintenance department. She thanked him for his service and noted that the entire staff and board wished him the very best. Correia then went on to advise the board that a new employee had been hired for the vacated position. After reviewing over 115 resumes, Nuno Alves was hired and will start October 3<sup>rd</sup>.  
Congratulations to Christal in our Public Housing Dept. who gave birth to a baby girl in August. In Christal's absence, Wendy has taken on the extra work. We expect the dept. to be fully staffed again in October.  
Director Correia also touched on the work that had been going on in Section 8. She reported an increase in vouchers leased up from 260 1 ½ years ago to 323 as of this August. Correia praised Rose and her department for their hard work.
- **2013 HUD Safety & Security Grant:** Director Correia informed the board that the grant was applied for in June, sadly EPHA was not selected. The funds were directed to PHA's who were in higher crime areas. Correia will apply next year, if it is offered.
- **Annual Plan:** Director Correia informed the board the PHA Plan had been submitted. She distributed a copy of a letter from HUD, accepting the plan with no findings.
- **Pest Control:** Director Correia informed the board that she had entered into a contract with STOPPESTS.ORG. Correia explained that this was a training opportunity organized by HUD's Healthy Homes and US Dept. of Agriculture to help PHA's develop an Integrated Pest Management Plan

(IPM). Given that they are working with only 70 PHA's over a 3 year period, Correia is excited to be able to participate.

- Smoke Free Policy: Director Correia reported that the Smoke Free Policy had gone into effect on 9/1 and there were two violations to date. Both complaints were called in by other residents. We will continue to address complaints and follow the procedures for serving violations.
- GS Manor Upgrades: Director Correia informed the board that the hallway upgrade is complete at Goldsmith Manor. The rugs and paint look great. Tenants are very pleased with the project and have stopped in to let us know and thank us. In addition to the rugs, Correia stated that the trash chute doors were replaced in both GS and CV Manor. A few of the tenants have expressed difficulty in using the new trash doors at City View Manor. The issue is directly related to the opening. They are however to code and function the way they were designed to function. Director Correia stated they were looking into other options, if possible.
- Section 8 Waitlist: Correia spoke briefly to the board about the up and coming opening of the waitlist, stating that Ms. Ott would cover any questions in her report. She mentioned that she and Rose had concerns about using the housing authority as a distribution center. After speaking with Police Chief Tavares he suggested Pierce Memorial Field as a venue. We spoke about the large turnout and handling of crowds and traffic. Correia also reached out and informed the School's Dept. of Transportation, Hennessey School, and Joe Medeiros, Complex Manager.

Motion by Commissioner Faria to accept the Executive Directors Report as presented. Seconded by Commissioner Diffley. The motion carried.

#### **PUBLIC HOUSING VACANCY REPORT**

Report presented by Lori Pontus. Motion by Commissioner Faria to accept the report, seconded by Vice Chair Vargas. The motion carried.

#### **HOUSING CHOICE VOUCHER REPORT**

Report was presented by Rose Ott. Vice Chair Vargas asked what the process was to obtain an application on the day of the opening. After an explanation by Rose, a motion by Commissioner Faria to accept the report, seconded by Commissioner Stoddard. The motion carried.

#### **HOUSING CHOICE VOUCHER FSS REPORT**

After a brief explanation by Jennifer Brightman a motion was made by Commissioner Faria to accept the report, seconded by Commissioner Diffley. The motion carried.

**PAID BILL REPORT**

**June 2013: \$182,755.65** Vice Chair Vargas moved approval of the June 2013 Paid Bill Report. That motion was seconded by Commissioner Stoddard and passed unanimously.

**July 2013: \$169,489.03** Vice Chair Vargas moved approval of the July 2013 Paid Bill Report. That motion was seconded by Commissioner Diffley and passed unanimously.

**August 2013: \$153,992.85**

Vice Chair Vargas moved approval of the August 2013 Paid Bill Report. That motion was seconded by Commissioner Stoddard and passed unanimously.

**RESOLUTIONS:**

#492 – FY 2014 Operating Budget: A motion was made by Commissioner Faria to. Vice Chair Vargas seconded the motion. All Ayes.

#493 – FY 2014 HCV Payment Standards After a brief explanation by Director Correia and Finance Manager Furtado, a motion was made by Commissioner Stoddard to approve the Plan. Vice Chair Vargas seconded the motion. All Ayes.

**NEW BUSINESS:**

A motion was made by Commissioner Faria to approve the purchase of a 2013 Ford F-250 truck from Flood Ford for \$25,565.00. A Tommy Liftgate and 8' Fisher Plow will be installed by Dejana Truck Equipment of NE for \$7385.00. Motion was seconded by Commissioner Stoddard. On a roll call vote, the motion passed with all Commissioners voting in favor.

**FYI:**

FY 2012 Financial Statement

**ADJOURNMENT**

At 5:35 PM upon a motion by Commissioner Faria and a second by Commissioner Stoddard, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia